Ministry of Health

Online Monitoring of Continuing Professional Development System (myCPD)

User Guide (SECRETARIATE)

Version 1.1

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REVISION HISTORY

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INTRODUCTION

Purpose of User Manual

This manual is designed for all the health care providers (HCP) in both public and private sector. This manual discusses the role of Secretariate. All the HCP that has been registered in myCPD system is a user by default. This manual is intended to help the secretariate to understand their role and perform the main task without consulting others to get answers to questions.

Scope

The uses of the myCPD application for secretariate are as stated below:

- Assign supervisor to the users without supervisor
- Register provider(s) who sends the forms manually
- Submits new activity on behalf of the provider , who sends the forms manually

CPD Secretariate must be a registered CPD User. The system administration will assign the related CPD User with CPD Secretariate role.

1.0 LOGIN

Steps:

1. Enter http://moh.gov.my into the address bar of your browser (preferably Internet Explorer) and press the Enter key. The MOH portal page displays. See Figure 1.1.

Figure 1.1: MOH Portal

2. Click on the *myCPD* link under *Perkhidmatan Online* navigation bar. The **myCPD Login** screen displays. See Figure 1.2.
3. Enter your **User ID** in the *User ID* field.

   Note: Your identification number is your User ID.
4. Enter your **password** in the *Password* field.

   Note: Password is case-sensitive.

MINISTRY OF HEALTH, MALAYSIA
Kementerian Kesihatan Malaysia
myCPD
Online Monitoring of Continuing Professional Development
MSC MALAYSIA
Monday, 26 November 2007
HOME
About myCPD
Organisation Chart
Site Map
Contact Us
FAQ
New Registration
Registered User
User ID
Password
Login
Forgot Password
HOME
The Continuing Professional Development (CPD) programme shares the same concept and principles of the Penilaian Tahap Kecekapan (PTK) assessment under the Sistem Saraan Malaysia (SSM). They are both integral in the medical and health professional development.
The CPD programme, which has been in existence for many decades has recently undergone extensive revision. As a result of this revision, the CPD programme has a much wider scope that encompasses the current PTK assessments, and incorporates an extensive evaluation and competence development for the staff at Ministry of Health (MOH) in both the Kompetensi Khusus (Core/Clinical Competency) and to some degree Kompetensi Umum (Generic or Non-core Competency).
Hence it is logical to "merge" the PTK into the existing CPD programme and at the same time enlarge the CPD programme to include elements in the PTK
News
39,725 meninggal akibat rokok (11/26/2007)
Program Doktor Muda antara usaha kementerian tingkat kesedaran didik pelajar
Author: Laporan Abdul Razak Raaff, KKM Reference: KKM Website Category: MOH News
Current Activities
CARDIOVASCULAR
VASCULAR CONTROL-ENDOTHELIAL CELL/SMOOTH MUSCLE INTERACTIONS , MICROVASCULAR FUNCTION , ANGIOGENESIS AND COLLATERAL VESSEL DEVELOPMENT IN PERIPHERAL ARTERIAL INSUFFICIENCY , REGULATION OF CARDIAC MUSCLE CONTRACTION
Venue: KUALA LUMPUR CONVENTION CENTRE
Calendar of Events
November 2007
November 2007
Sun Mon Tue Wed Thu Fri Sat
28 29 30 31 1 2 3
4 5 6 7 8 9 10
11 12 13 14 15 16 17
18 19 20 21 22 23 24
25 26 27 28 29 30 1
2 3 4 5 6 7 8
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Figure 1.2: myCPD Login screen

5. Click on the *"Login"* button. Your dashboard screen displays with your name as (User). See Figure 1.3.

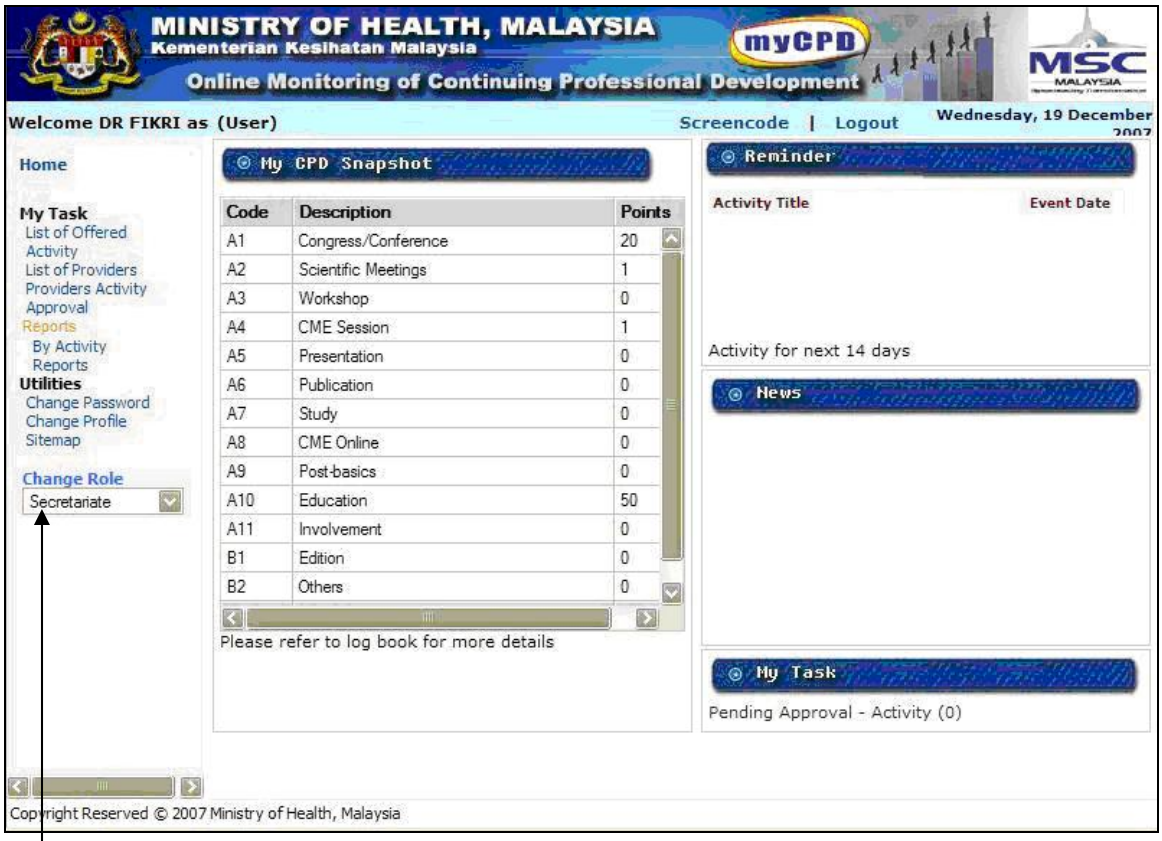

Figure 1.3: User Dashboard screen

6. Select "*Secretariate"* from the dropdown list below the Change Role. Secretariate dashboard displays with your name as (Secretariate). See Figure1.4.

   Note: The dropdown list will be displayed if you have been assigned one or more roles by system administrator.

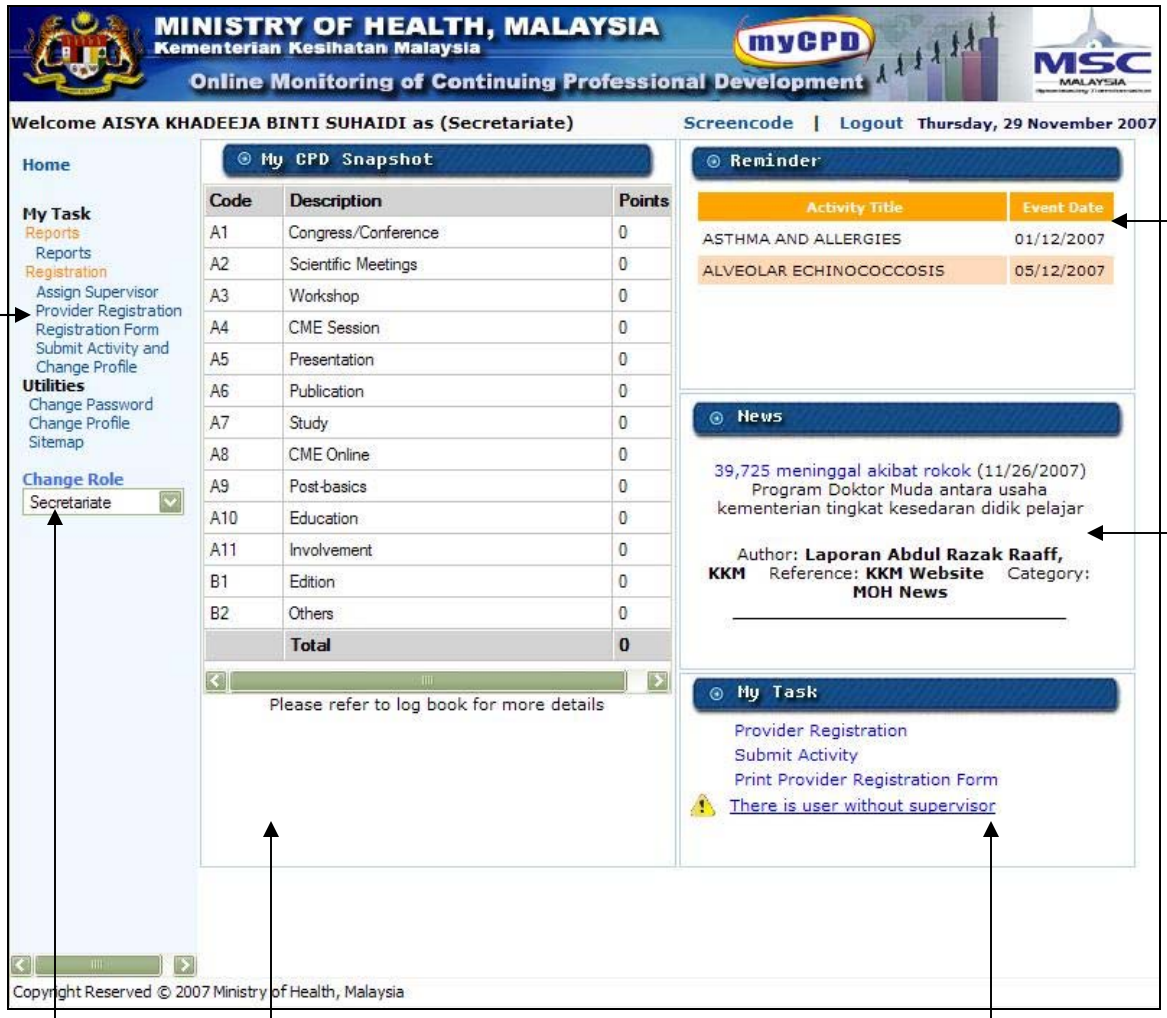

Figure 1.4: Secretaiate's Dashboard

myCPD Snapshot: Shows the summary CPD Log Book. Displays total of actual points that you have collected.

My Task: Displays the pending task waiting for response from you.

Change Role: Shows the roles assigned to you. You can change the roles by selecting the roles from the dropdown list.

News: Displays the news bulletin published by MOH

Menu Navigation Bar: Shows the menus available for supervisor

Reminder: Activity from your CPD Plan will be displayed if the activity will be held 14 days from the day you have logged into the system. Serves as reminder.

2.0 VIEWING REPORT

Steps:

1. Log in as Secretariate (Refer to 1.0 Login).
2. Click on the *Reports* link. The Report List screen displays. See Figure 2.1.

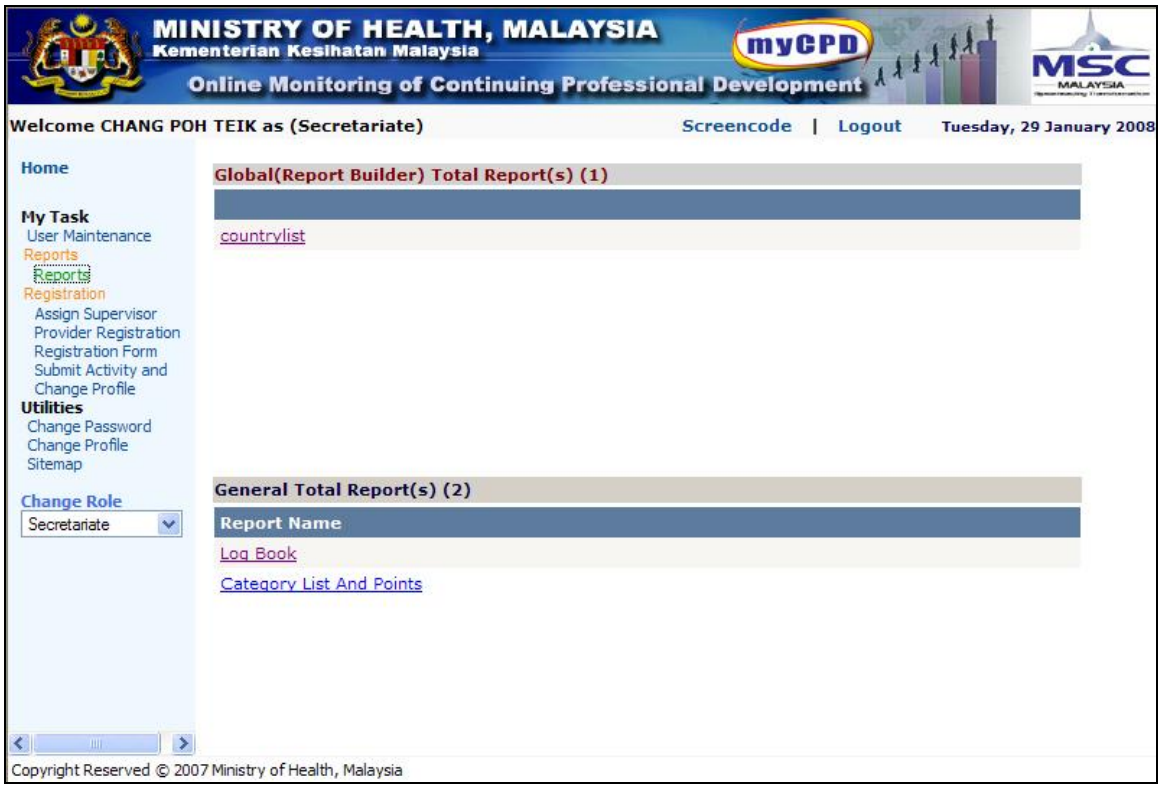

Figure 2.1: List of report(s) available to secretariate

Figure 2.2: Log Book report

3. Click on the *Log Book* link. A report as shown in Figure 2.2 will be displayed.
4. Select the year of your choice from the drop down list.
5. Click on the *Generate* button to generate your log book report.

Note:

Log book report displays your personal CPD log book.

6. Click on the *Category List and Points* link. Category List and Points report will be generated. See Figure 2.3.

Figure 2.3 Category and CPD points list

Note:

Category List and Points displays the CPD category and the points for each category based on your HCP.

3.0 ASSIGN A SUPERVISOR

Overview

This module allows you to assign the users without a supervisor. All the users without supervisor in the same state as you are will be listed in the listing.

To access Assign a Supervisor screen, click on the *Assign A Supervisor* link on the left side of navigation bar.

Steps:

1. Log in as Secretariate (Refer to 1.0 Login).
2. Click on the *Assign Supervisor* link or *"There is user without supervisor"* link from the dashboard. The List of User(s) without Supervisor screen displays. See Figure 3.1.
   Note: *The system displays all the users who have not been assigned a supervisor. Only the user(s) as same state as you are will be displayed here.*

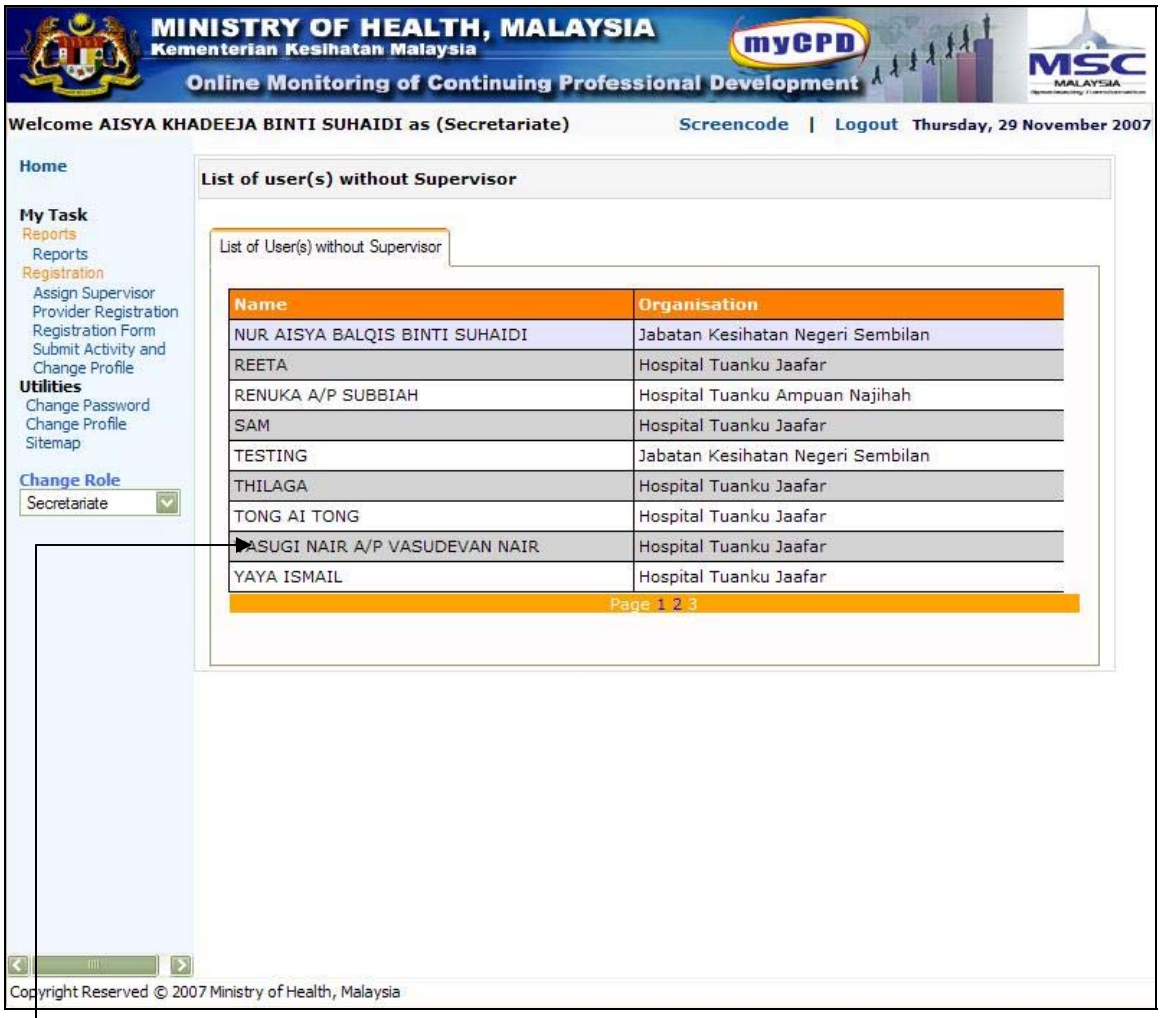

Figure 3.1: List of User(s) without supervisor screen

3. Click on the username to view the details of the user. The User Details screen displays. See Figure 3.2.

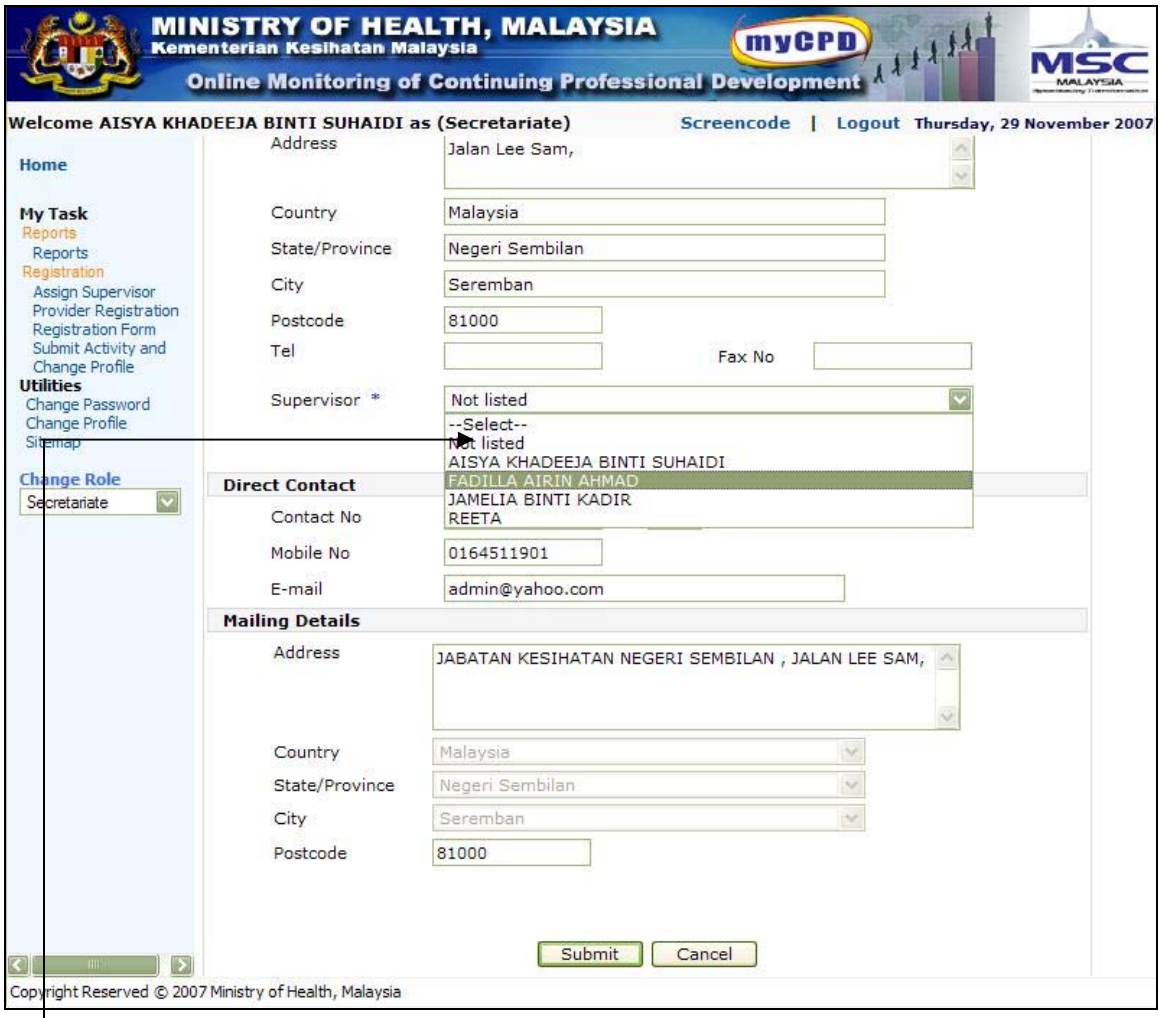

Figure 3.2: User Details screen

4. To assign a supervisor, select the appropriate supervisor from the *Supervisor* dropdown list.
5. Click on the "*Submit*" button to save the information. Once the supervisor has been assigned successfully, the following message will be displayed;

6. Click on the *"OK"* button. The system will navigate to List of User(s) without Supervisor screen.

Note:

Once the user logs into the system, he/she can able to see the supervisor that has been assigned to him/her in the Change Profile module.

4.0 PROVIDER AND ACTIVITY REGISTRATION

Overview

This module allows you to key in the provider details and activity registration that was sent by the provider manually.

To access Provider and Activity Registration, click on the *Provider Registration* link on the left side of navigation bar.

Steps:

1. Log in as Secretariate (Refer to 1.0 Login).
2. Click on the *Provider Registration* link. The Provider Registration screen displays.

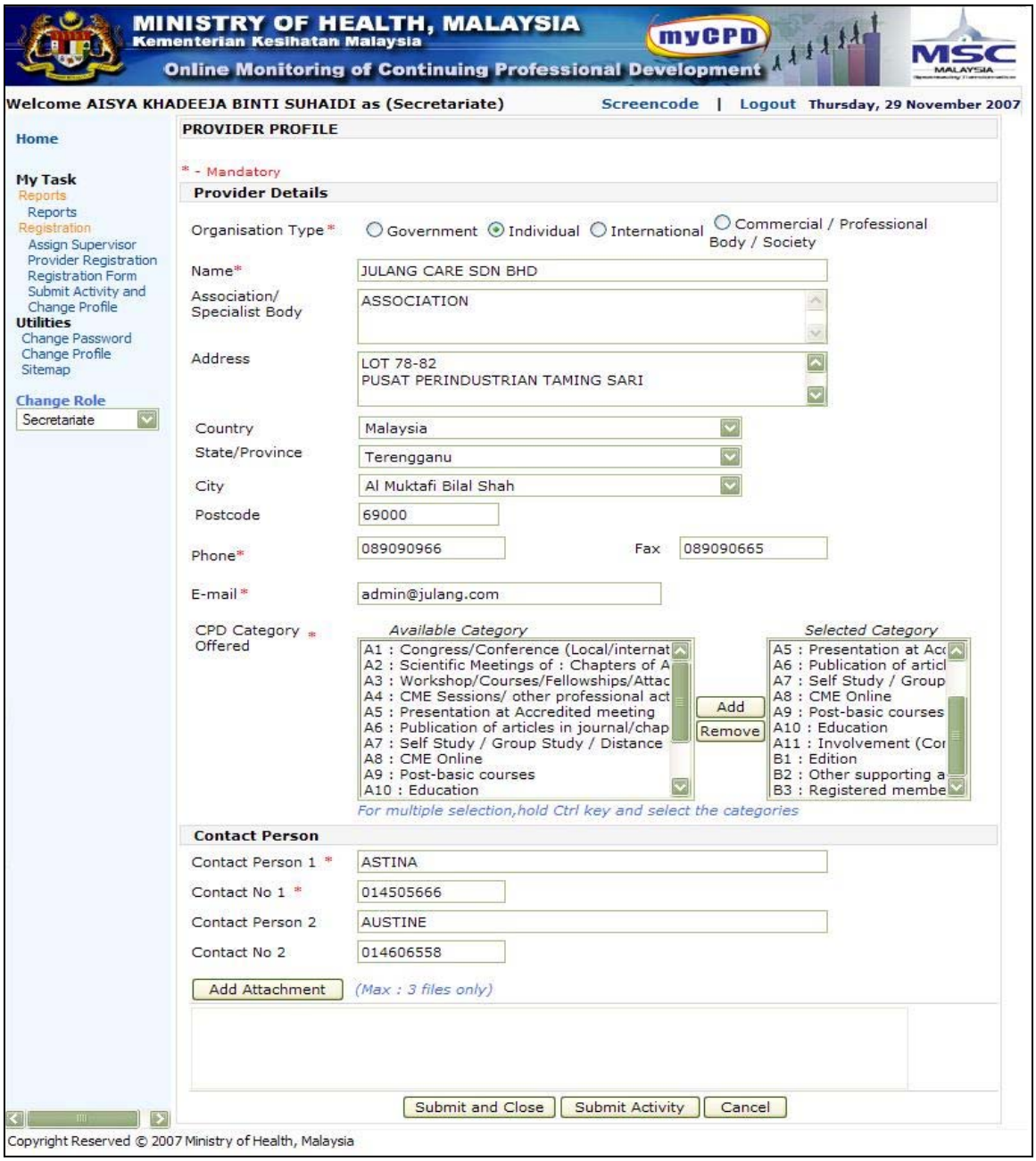

Figure 4.1: Provider registration screen

3. Select the organisation type from the *Organisation Type* radio button list.
4. Key in your Organisation Name in the *Name* field.

   Note: *Name is not case sensitive and the system will automatically convert the name you have entered into capitals.*
5. Key in the Association/Specialist Body in the *Association/Specialist Body* field.

6. Key in the organisation address in the *Address* field.
7. Select the Country from *Country* dropdown list.
8. Select the State from *State/Province* dropdown list.
9. Select the City from *City* dropdown list.
10. Key in the postcode in the *Postcode* field.
11. Key in your organisation's contact number in the *Phone* field.
12. Key in your organisation's fax no in the *Fax* field.
13. Key in your organisation's email address in the *E-mail* field.

    Note: *Email address is mandatory information. Please give a valid email as the system will send an email notification to your email address with user id and password to access myCPD system.*
14. Select the Activity Category that you offer from the *CPD Category Offered* list. To add the CPD Activity, select the Activity Category from the *Available Category* list. Click on the "*Add"* button. You can see that the activity that you have added will be displayed in *Selected Category* list.

    Note*: To remove any selected activity, select the Activity Category from Selected Category list and click on the Remove button. For multiple selections, hold <ctrl> key and select the CPD Category*.
15. Key in the name in the *Contact Person Name* field.
16. Key in the contact number in the *Contact No* field.

    Note*: At least 1 contact person details should be filled in. It is mandatory information.*
17. Click on the *"Add Attachment"* button to attach file, if any. An attachment screen will be opened in a new widow as shown on Figure 4.2. To attach a file, click on the *"Browse"* button.

Figure 4.2: Attachment screen opens in a new window

18. Once *"Browse"* button is clicked, a new window as shown in Figure 4.3 will be displayed. Select the file which you wish to attach and click on the *"Upload"* button.

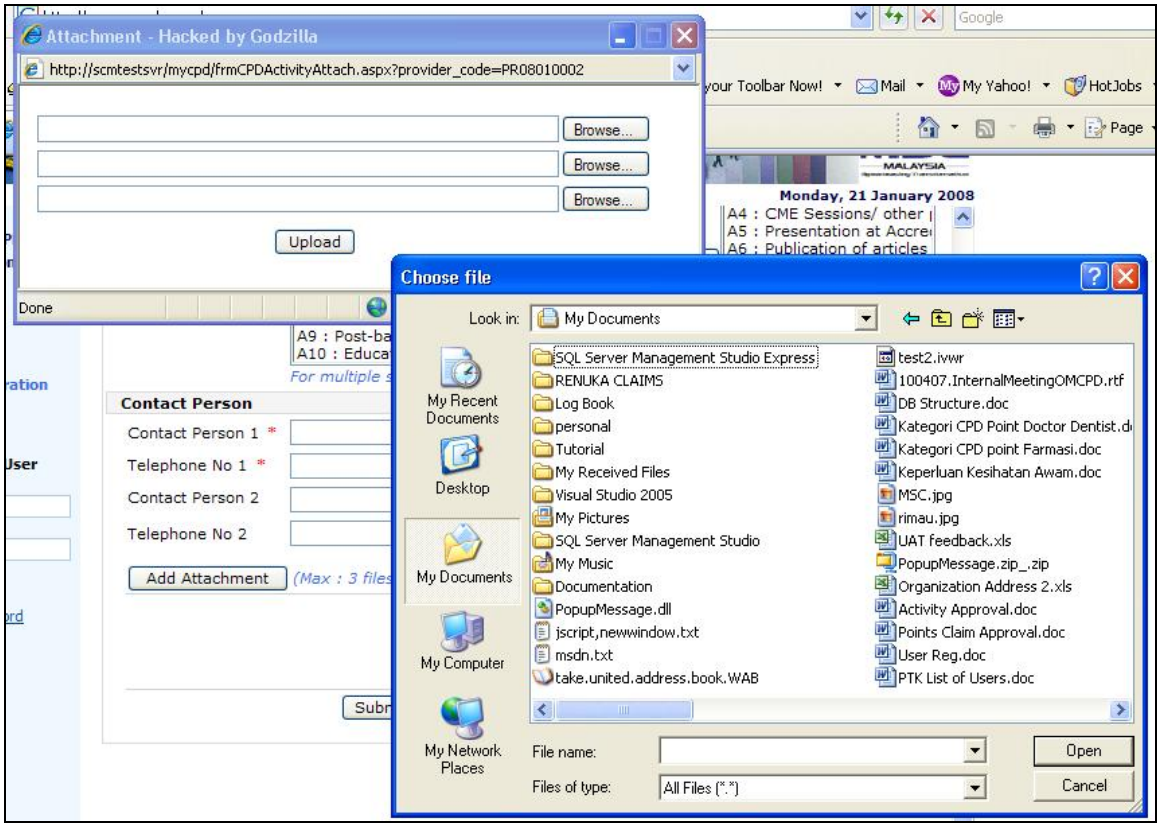

Figure 4.3: Select the file that you wish to attach.

***Note**: Maximum of only 3 files is allowed to be attached. Once the files are uploaded successfully, it will be displayed in the panel below the "Add Attachment" button. If you want to remove the files that have been attached, click on the "Remove" hyperlink displayed beside the file name.*

19. Click on the *"Submit and Close"* button to save the information. If there are any errors, the system will display the registration form again with the error messages. Correct the errors and click on the *"Submit and Close"* again. Once the registration is successful, an acknowledgement as shown in Figure 4.4 will be displayed.

    ***Note:** You can submit an activity along with the registration by clicking on the "Submit Activity" button. To submit activity, please refer to steps 20 -44.* Once the *registration is successful, an acknowledgement as shown in Figure 4.5 will be displayed.*

Figure 4.4: A receipt generated once the registration is successful

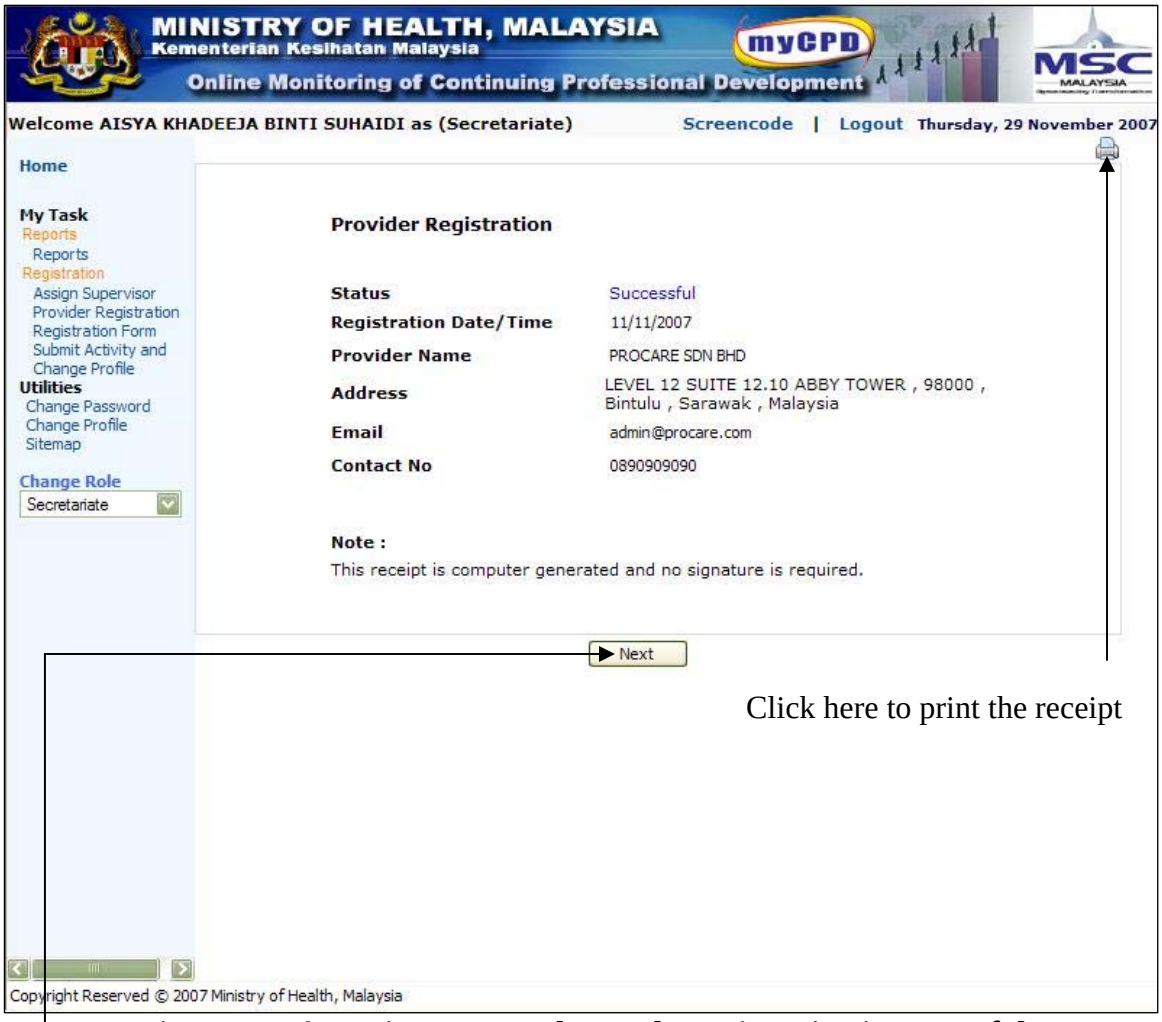

Figure 4.5: A receipt generated once the registration is successful

20. Click on the *"Next"* button to submit an activity. The Activity Submission form displays.See Figure 4.6.

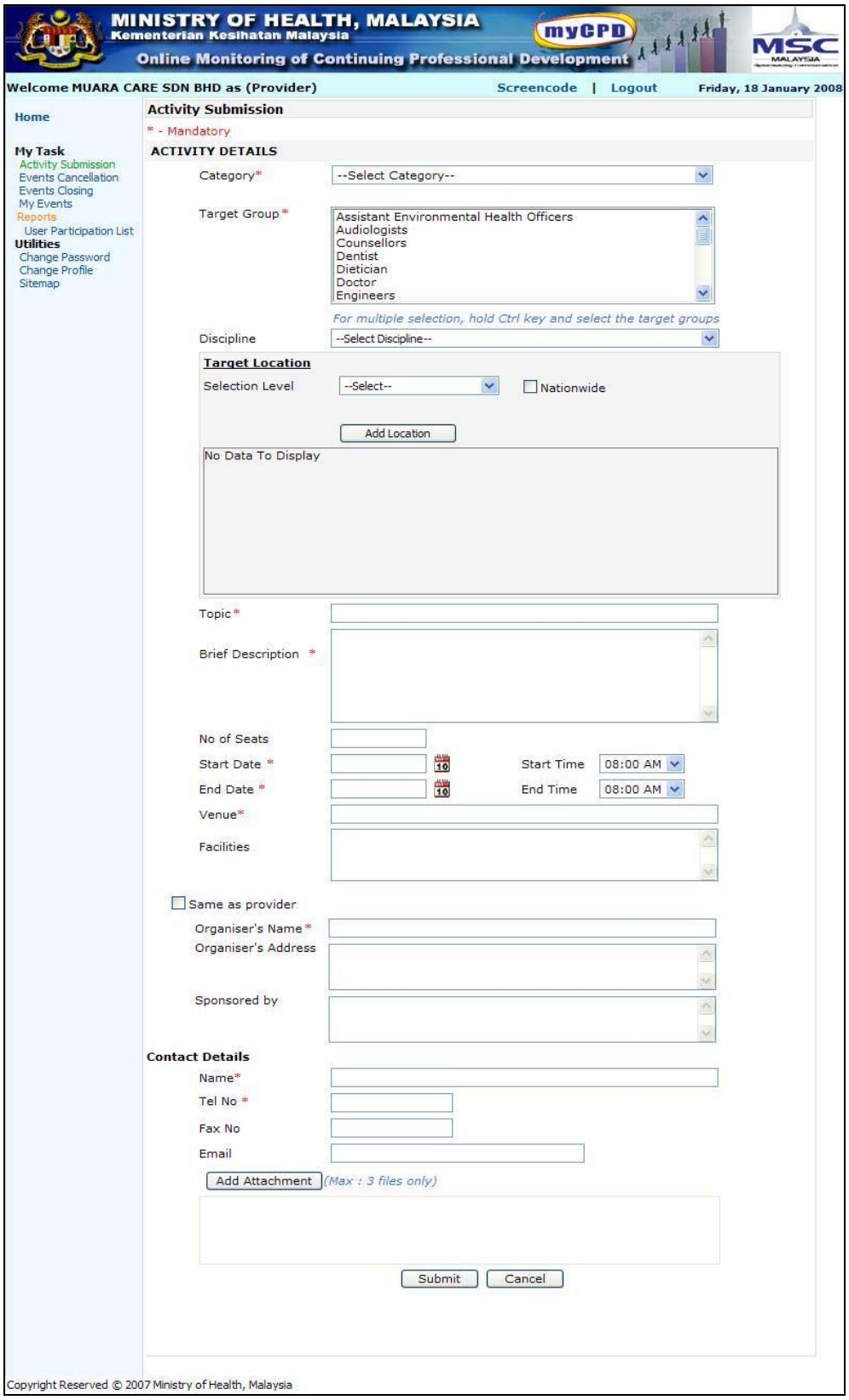

Figure 4.6: Activity Submission form

21. Select the **CPD Category** from *Category* dropdown list.

    Note: *If any Sub CPD Category attached with the selected CPD Category, then the Sub CPD Category dropdown list will appear for you to select. Skip Step 22 if it is not relevant.*

22. Select **Sub CPD Category** from the *Sub Category* dropdown list.
23. Select the **Target Group** from *Target Group* list.

    Note*: You can target the activity to certain HCP professionals. If you want to target the activity to all professionals, then simply select all target groups from the Target Group list. For multiple selections, hold <ctrl> key and select the target groups.*

24. **Optional:** Select the **discipline** in the *Discipline* field.

    Note: *You can target the activity to a particular discipline. If you want to target the activity to all professionals, then don't select the discipline from the Discipline field.*

25. Select the **target location** from the *Selection Level* dropdown list.

    Optional: If the target location is **Nationwide,** then select the "*Nationwide"* checkbox. Skip step 26 -27.

26. Select organisation level from the *Organisation Level* dropdown list.

    Optional: Click Add Location button if the organisation level is targeted.

27. Select **facility/organization** from the Facility dropdown list. Click Add Location button to add the location. Select and add another location if any.
28. Enter the **topic** in the *Topic* field.
29. Enter a **brief description** in the *Description* field.
30. **Optional:** Enter **no of seat** in the No of Seat field, if any.
31. Click on the icon to select a **Start Date** and **End Date** from the calendar.
32. Select the **Time** from *Time* dropdown list.
33. Enter the **venue** in the *Venue* field.
34. **Optional:** Enter the **facilities provided** in the *Facilities* field, if any.
35. If you organise the event, click on the *"Same as provider"* checkbox. The address will be populated automatically, otherwise fill in the following information. Go to step 36 - 37.
36. Enter the **organiser name** in the *Organiser's Name* field**.**
37. Enter the **organiser's address** in the *Organiser's Address* field.

38. **Optional:** Enter the sponsor name in the *SponsoredBy* field, if the activity is sponsored by other organisation.
39. Enter **contact person's name** in the *Name* field.
40. Enter **contact person's contact number** in the *Tel. No* field.
41. **Optional:** Enter **fax no** in the *Fax No* field.
42. **Optional:** Enter **email address** in the *Email* field.
43. **Optional:** Click on the *"Add Attachment"* button to attach file(s), if any.
44. Click on the *"Submit"* button to save the information. Once the information is successfully saved, the system will display an acknowledgement screen as shown as Figure 4.7.

Figure 4.7: Activity Submission form

45. Click on the "*Next Activity*" button to submit another activity if any.

46. Click on the "*Cancel*" to the secretariate dashboard.

5.0 PRINT A PROVIDER REGISTRATION FORM

Steps:

1. Log in as Secretariate (Refer to 1.0 Login).
2. Click on the *Registration Form* link. The Registration Form screen displays. See Figure 5.1.

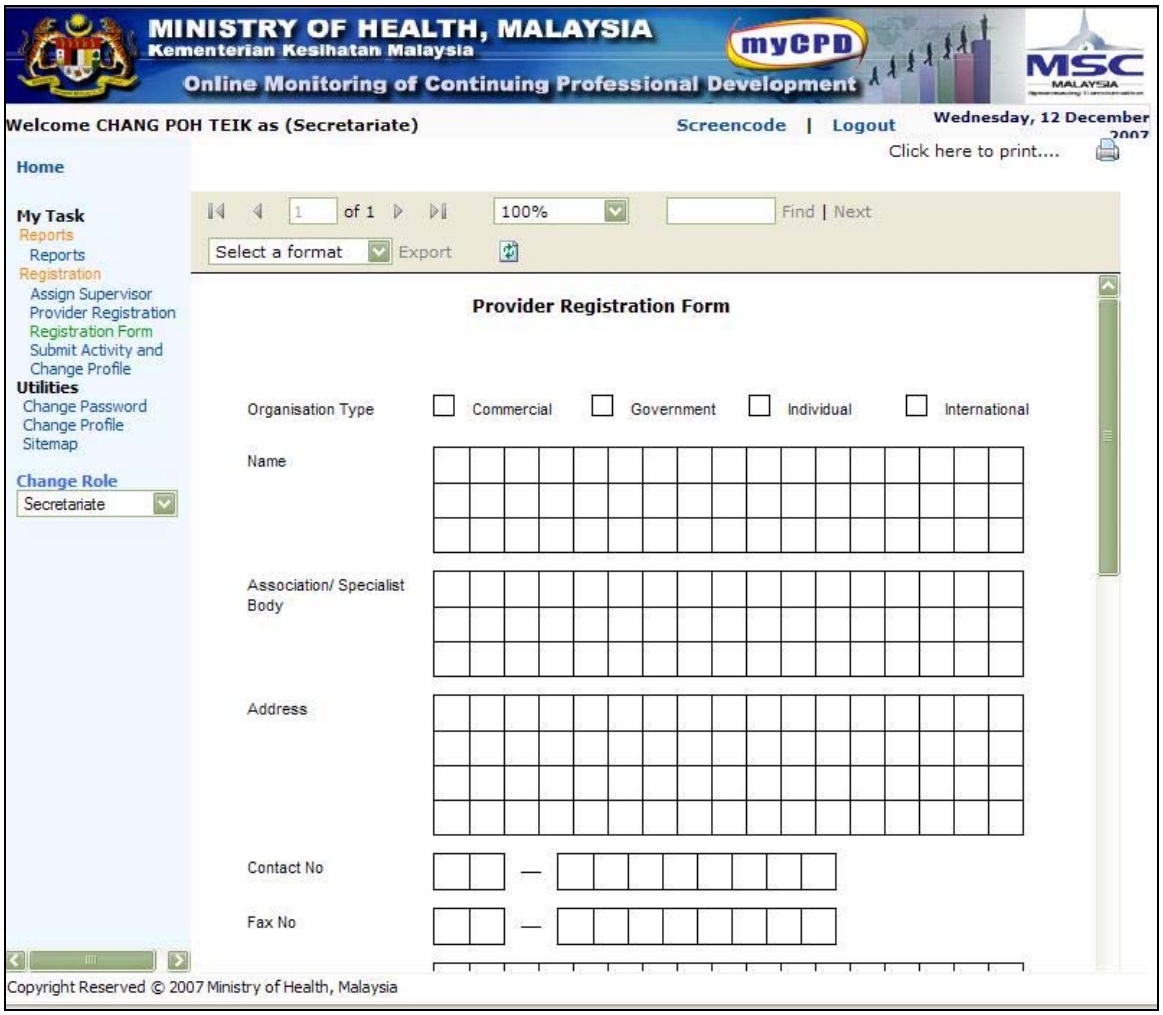

Figure 5.1: Provider registration form

3. Select the format of your option from "*Select a format*" dropdown list and click at the *Export* hyperlink to export the registration form.

4. A popup screen as shown in Figure 5.2 will be displayed based on the format that you have selected.

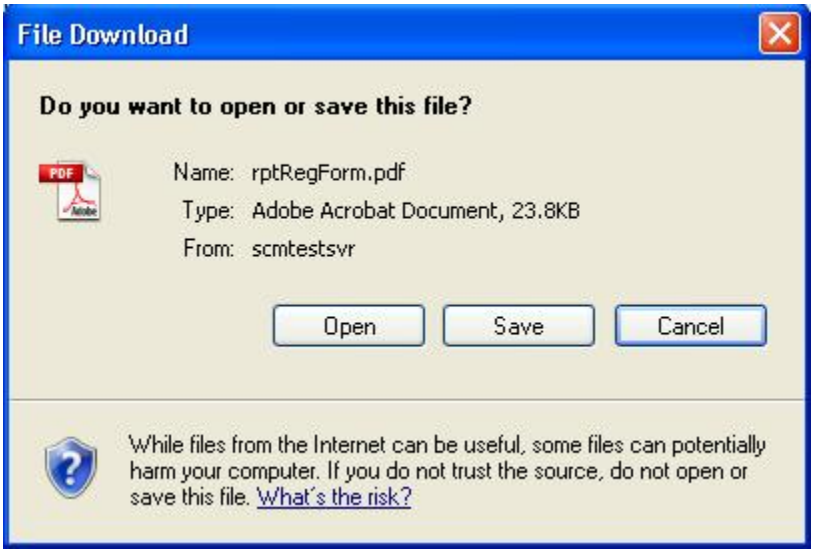
File Download
Do you want to open or save this file?
Name: rptRegForm.pdf
Type: Adobe Acrobat Document, 23.8KB
From: scmtestsvr
Open
Save
Cancel
While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?

Figure 5.2: Popup screen displays

5. Click on the "*Open*" button to open the report. The registration form will be displayed as shown in Figure 5.3.

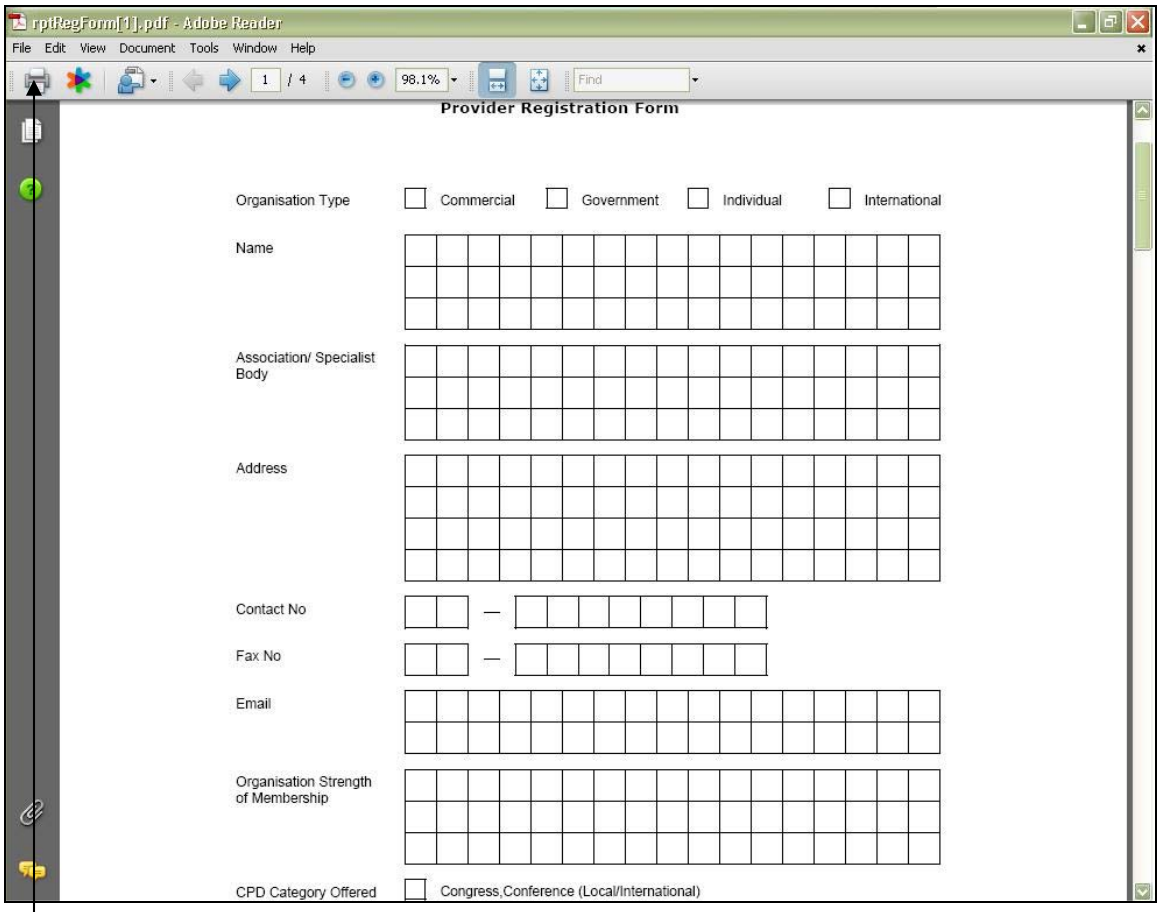

Figure 5.3: Provider registration form

6. Click on the print button to print the form. A print message box will be displayed. See Figure 5.4.

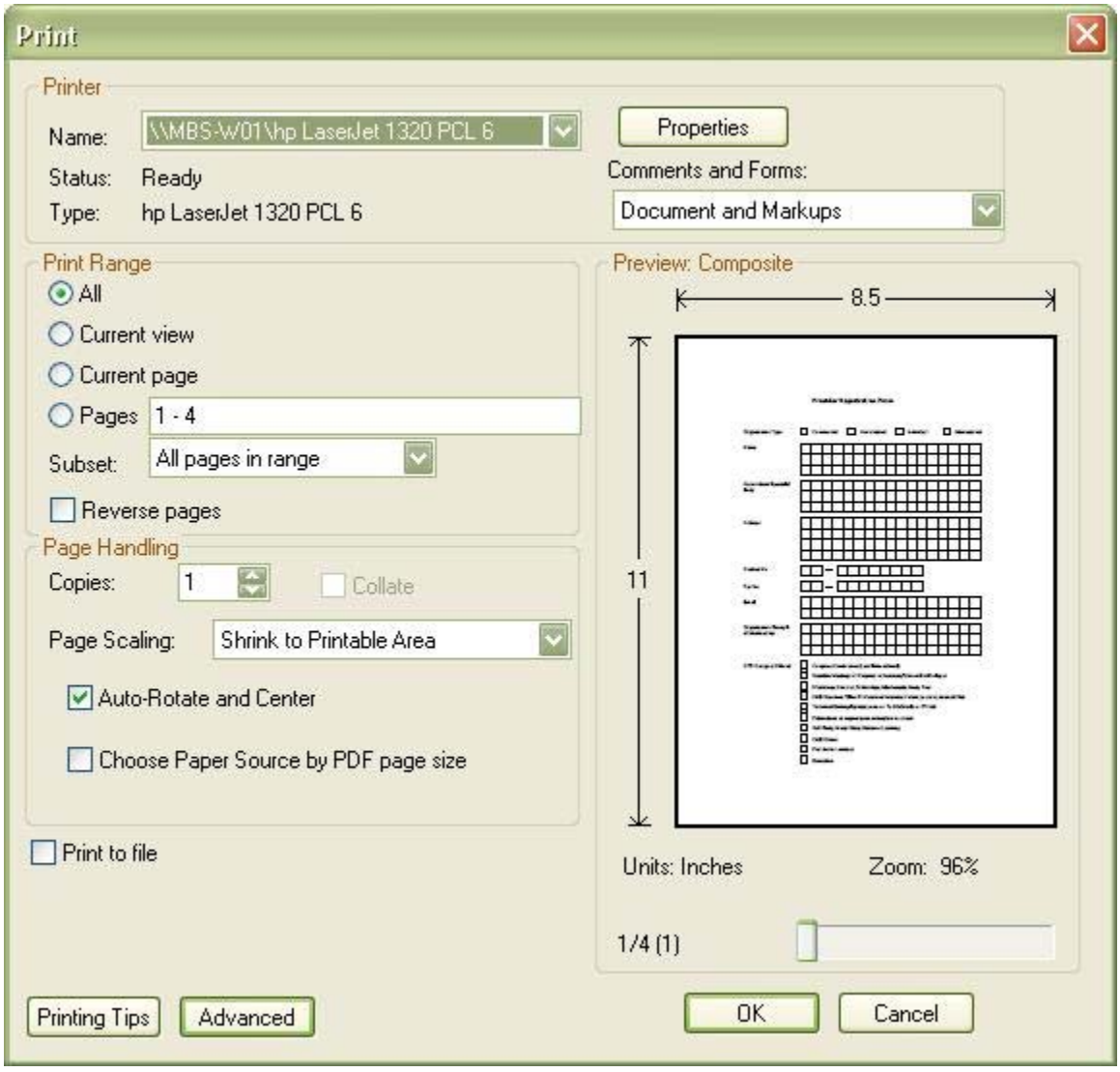

Figure 5.4: Print message box

7. Click on the *"OK"* button to print the form.

6.0 CHANGE PROFILE AND SUBMIT NEW ACTIVITY

Overview

This module allows you to do the task as stated below:

- To change a provider's profile based on the form manually sent by the provider
- To submit a new activity based on the form manually sent by the provider

To access this module, click on the *Submit Activity and Change Profile* link on the left side navigation bar.

Steps:

1. Log in as Secretariate (Refer to 1.0 Login).
2. Click on the *Submit Activity and Change Profile* link. The Provider Listing page screen displays. See Figure 6.1.

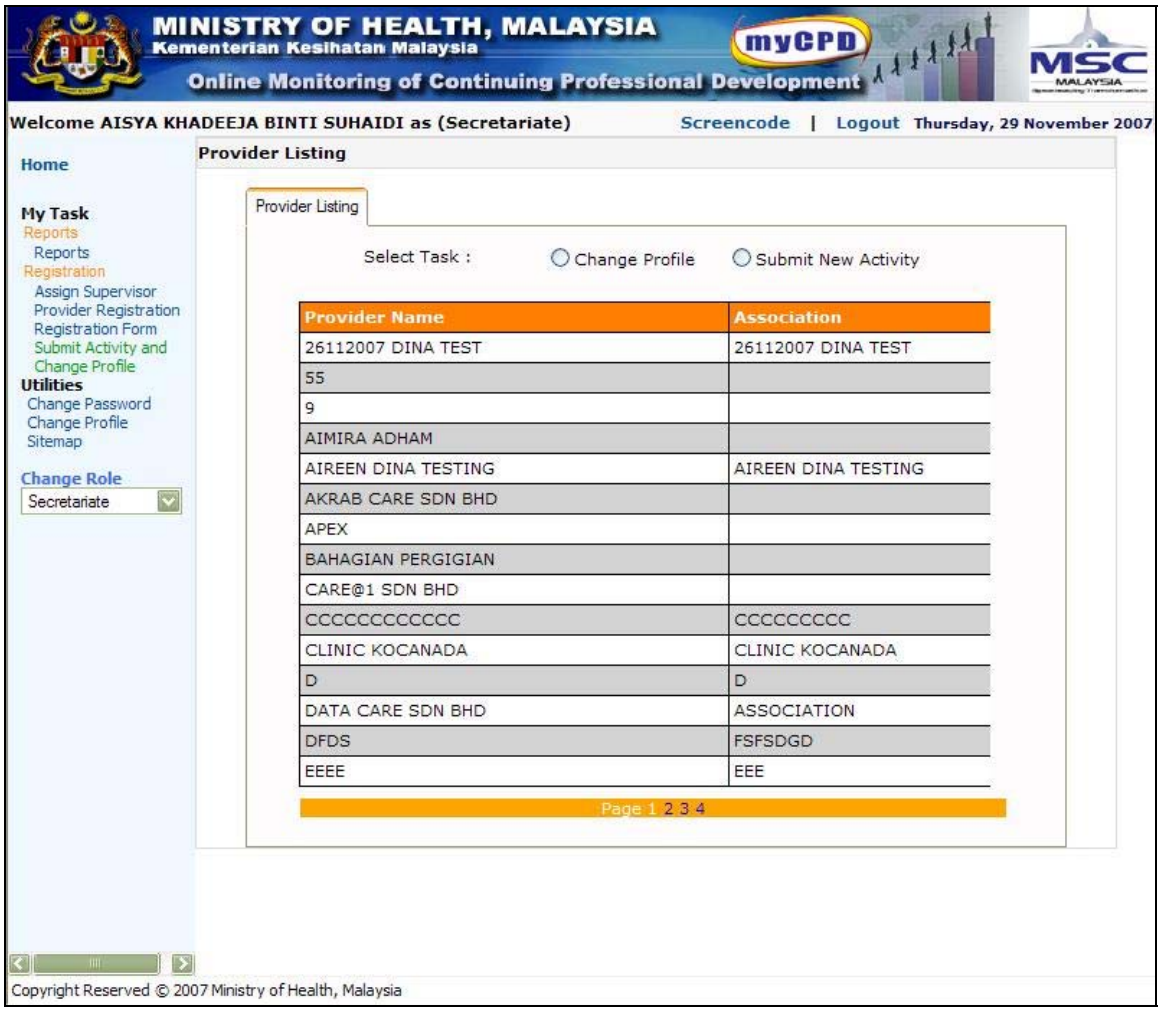

Figure 6.1: Provider Listing screen

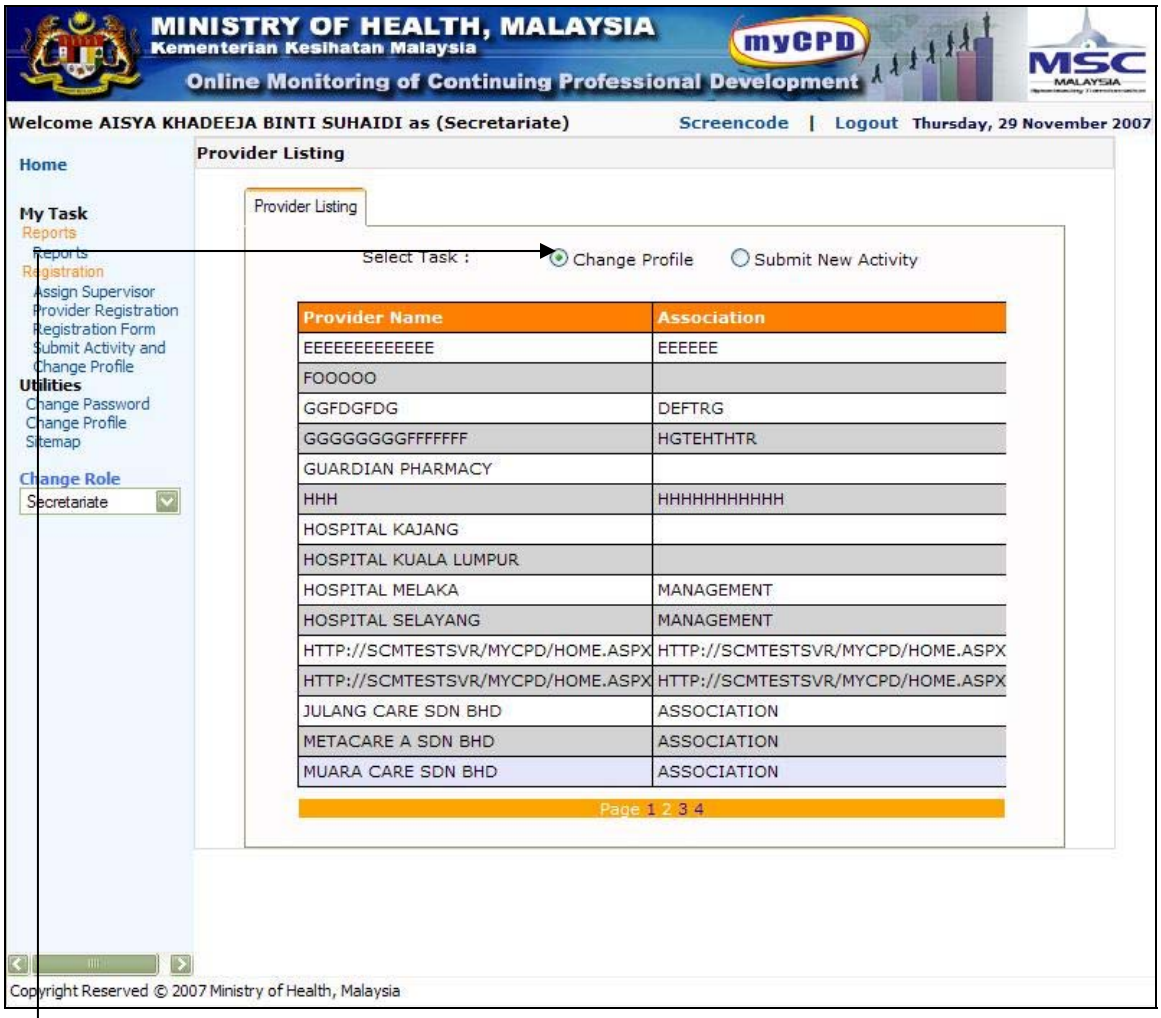

Figure 6.2: Select Change Profile radio button

3. To change profile for a provider, select the *"Change Profile"* from the radio button list.
4. Click at the provider's name to view the details for the provider. See Figure 6.3.

5. Change the information that you wish to change.
6. Click at the *"Submit"* button to save the information. Once the information is saved successfully, the system will display the following message;

7. Click on the *"OK"* button. The system will navigate to Secretariate's dashboard.

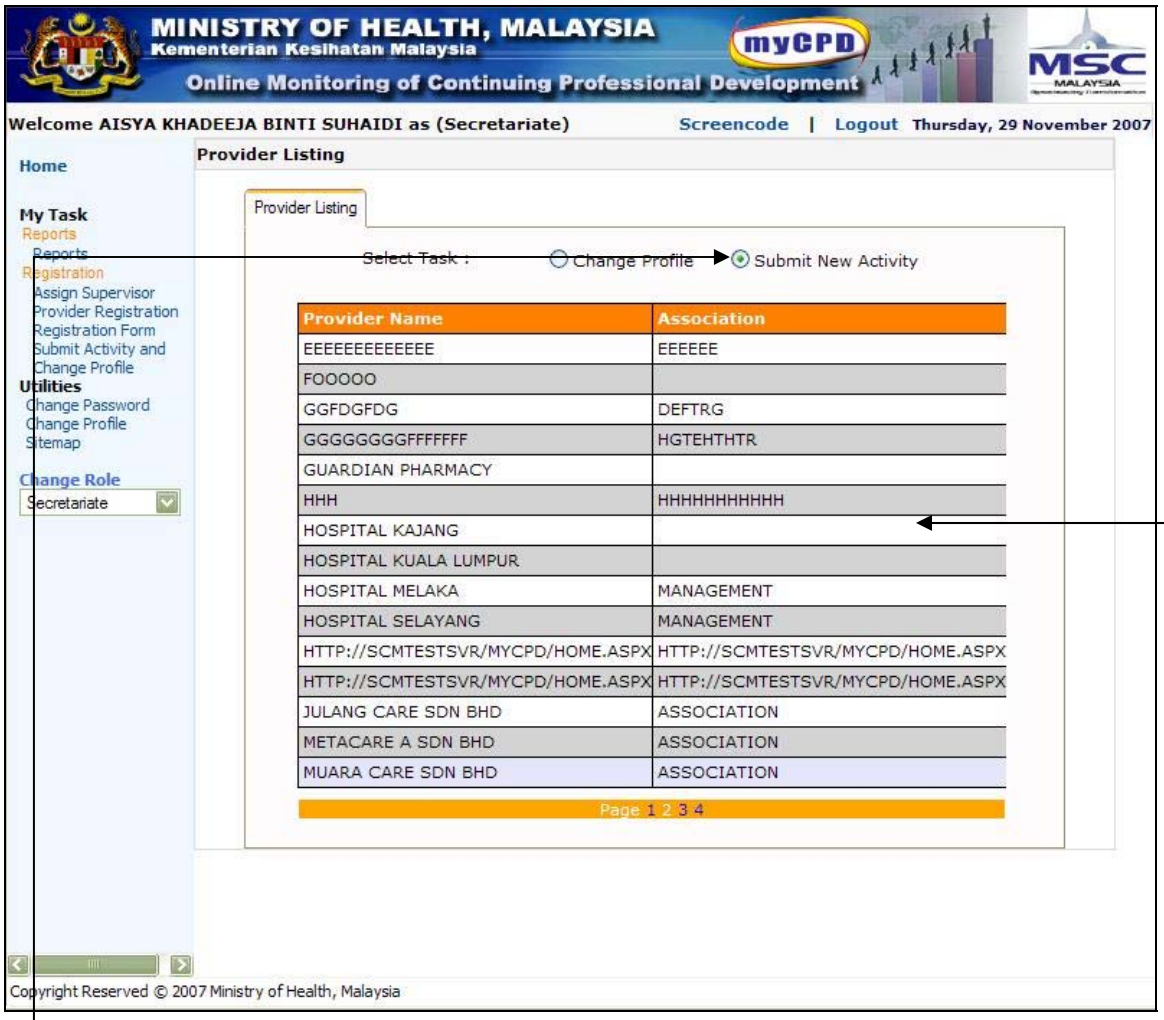

Figure 6.3: Select *Submit New Activity* radio button

8. To submit a new activity for a particular provider, select on the *"Submit New Activity"* from the radio button list.
9. Click one the provider's name from the list and the activity submission form will appear together with the appropriate category offered.

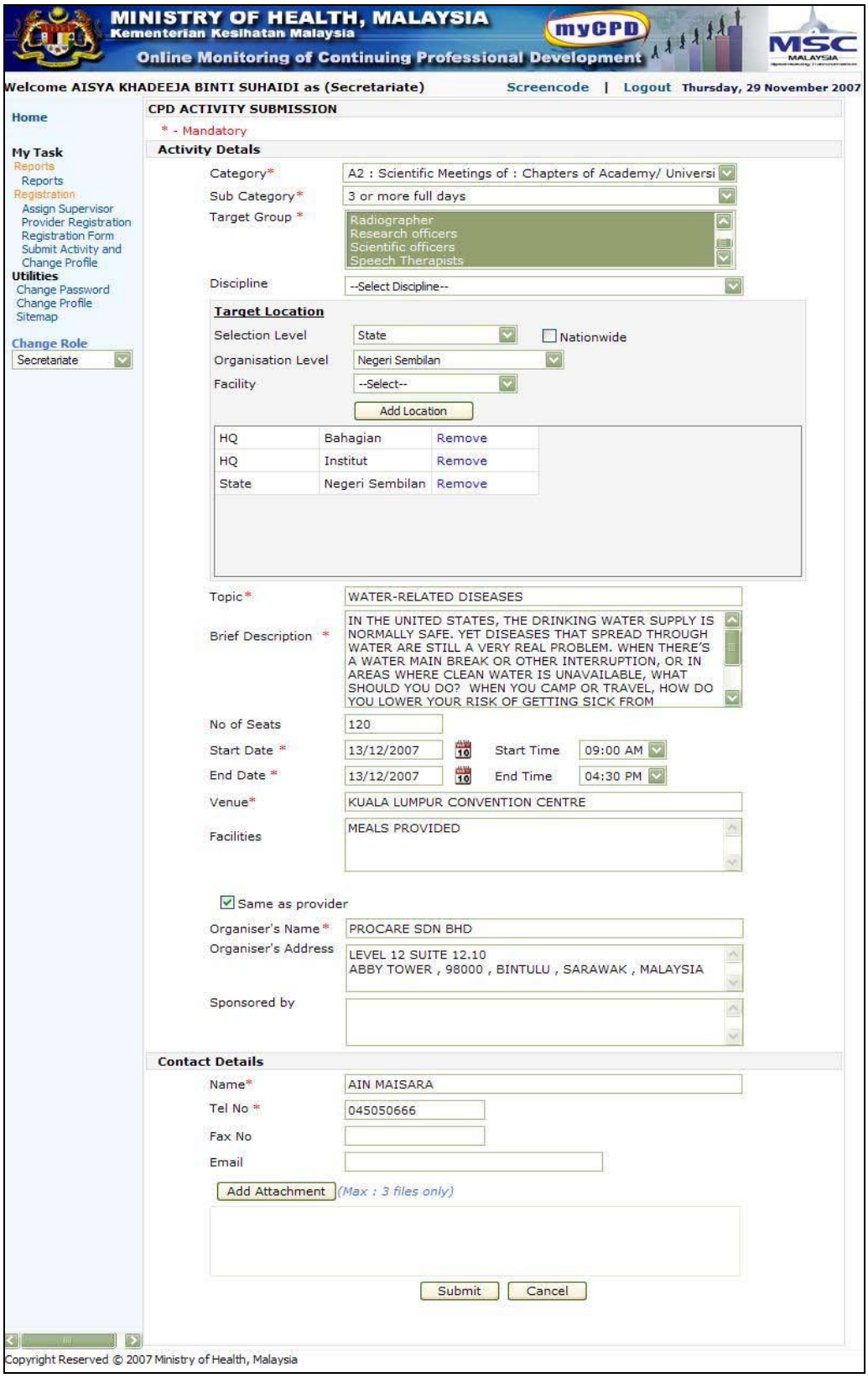

Figure 6.4: Activity Submission screen

10. Select the **CPD Category** from *Category* dropdown list.

    Note: *If any Sub CPD Category attached with the selected CPD Category, then the Sub CPD Category dropdown list will appear for you to select. Skip Step 11 if it is not relevant.*

11. Select **Sub CPD Category** from the *Sub Category* dropdown list.
12. Select the **Target Group** from *Target Group* list.

    Note*: You can target the activity to certain HCP professionals. If you want to target the activity to all professionals, then simply select all target groups from the Target Group list. For multiple selections, hold <ctrl> key and select the target groups.*

13. **Optional:** Select the **discipline** in the *Discipline* field.

    Note: *You can target the activity to a particular discipline. If you want to target the activity to all professionals, then don't select the discipline from the Discipline field.*

14. Select the **target location** from the *Selection Level* dropdown list.

    Optional: If the target location is **Nationwide,** then select the "*Nationwide"* checkbox. Skip step 15 -16.

15. Select organisation level from the *Organisation Level* dropdown list.

    Optional: Click Add Location button if the organisation level is targeted.

16. Select **facility/organization** from the Facility dropdown list. Click Add Location button to add the location. Select and add another location if any.
17. Enter the **topic** in the *Topic* field.
18. Enter a **brief description** in the *Description* field.
19. **Optional:** Enter **no of seat** in the No of Seat field, if any.
20. Click on the icon to select a **Start Date** and **End Date** from the calendar.
21. Select the **Time** from *Time* dropdown list.
22. Enter the **venue** in the *Venue* field.
23. **Optional:** Enter the **facilities provided** in the *Facilities* field, if any.
24. If the provider organise the event, click on the "*Same as provider"* checkbox. The address will be populated automatically, otherwise fill in the following information. Go to step 25 -26.
25. Enter the **organiser name** in the *Organiser's Name* field**.**
26. Enter the **organiser's address** in the *Organiser's Address* field.

27. **Optional:** Enter the sponsor name in the *Sponsored By* field, if the activity is sponsored by other organisation.
28. Enter **contact person's name** in the *Name* field.
29. Enter **contact person's contact number** in the *Tel. No* field.
30. **Optional:** Enter **fax no** in the *Fax No* field.
31. **Optional:** Enter **email address** in the *Email* field.
32. **Optional:** Click on the *"Add Attachment"* button to attach file(s), if any.
33. Click on the *"Submit"* button to save the information. Once the information is successfully saved, the system will display the following message;

Figure 3.2: Message box displays that the activity has been saved successfully